

**Emergency Management Administrative Specialist,
Emergency Management Agency of Stark County**

Position Summary

The Stark County Emergency Management Agency (EMA) is now accepting resumes for the position of Emergency Management Administrative Specialist. This classified position reports directly to the Director and Deputy Director of the EMA and falls under the hiring authority of the Board of Stark County Commissioners. The Emergency Management Administrative Specialist is responsible for assisting the EMA Department in all administrative, clerical, bookkeeping and emergency management support functions.

A sample of illustrative duties includes:

- Assist the EMA Director and Deputy Director in the administering of programs, projects and day-to-day operations of the EMA Department.
- Answer, screen and direct phone calls as needed; open and distribute departmental mail; write memos and general correspondence; make copies, file and other basic office duties;
- Serve in on-call status to respond to the Emergency Operations Center as needed for emergency events
- Bookkeeping and billing functions; prepare purchase orders, order supplies and other necessary items for Stark County EMA, prepare bills for payment; maintain financial filing system. Creates reports for yearly Audit and GAAP Conversions.
- Preparation of payroll for Stark County EMA; maintain personnel records and track leave.
- Maintain records, contact and call/email lists for Stark County EMA, HazMat and other various rosters
- Coordinate calendars; drop off and pick up correspondence at the main Stark County Office Building.
- Demonstrate regular and predictable attendance; and
- Other related duties as assigned.

Qualifications:

High School Diploma or equivalent with at least two (2) years of administrative/secretarial experience is required.

Education beyond high school (college or technical) is desirable. Possession of a valid State of Ohio driver's license.

Completion of FEMA Emergency Management Institute Professional Development Series within 90 days of hire: IS-120a, IS-230d, IS-235b, IS-240b, IS-241b, IS-242b, IS-244b, and NIMS 100,200, 700, 800 certification.

Salary:

The salary range for this position is \$27,000-\$32,000 annually.

Interested candidates should submit a resume and cover letter, post marked no later than Friday, August 5, 2016 to:

Stark County EMA
Attn: Administrative Specialist
4500 Atlantic Blvd. N.E.
Canton, Ohio 44705
or via email to:
StarkEMA@starkcountyohio.gov
Subject: Emergency Management Administrative Specialist

The Board of Stark County Commissioners is an Equal Opportunity Employer